School Safety On-line Submission: How to Guide

Navigate to the Ohio Department of Education's SAFE account login page:

Enter your username and password click Sign In

Once you have been assigned the ROLE of Coordinator – Safety Plan by your school's OEDS Administrator, you will see this screen:

Click on the "School Safety Plans" link, which will take you to this page:

Enter your IRN or school name in the **District IRN or Name** box. Leave the **Plan Status** box blank and click on **Search.** If you entered a specific IRN, a single entry will be displayed for that IRN's information. If you enter the name of a school district, all entries for that district will be displayed. In the following example, "Dublin" was entered in the search box and all Dublin schools were displayed:

This page is displayed based on typing "Dublin" in the School Name **box.**

:Click on **Manage Plan** beside any of the school entries and this screen will appear:

Note the entry that indicates that **No data available in table**. Click on Add New Plan and this page will be displayed:

The **Plan Type** box allows you to select which type of plan you want to upload. The **Select Plan Document** box allows you to choose a file from your local drive to upload.